



## AAEE July Monthly Board of Directors Meeting

July 5, 2017. 5:30 pm

### AGENDA

#### Location:

- Video Conference
- <https://join.me/arizonaee>

**Members Present:** LoriAnne, Gabby, Shawn,

**Call to order: 5:36 p.m.**

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#### Hours Log:

Please fill this out as often as you can. Bookmark it on your browser, even.

Logging hours-can be done monthly as well as daily. Please remind committee members.

People don't need to respond to the weekly reminder from Basecamp.

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#### Standing business:

1. **Vote** to approve minutes from June and July board meetings (LA) – Approved; 3 in favor, 0 opposed.
2. Treasurer (Shawn) – New Treasury report format – Motion to approve the report. Approved; 3 in favor, 0 opposed.
3. NAAEE and Affiliate Network Updates (LA) –
  - Apply for Award 2017 – They are seeking nominations now... talked about it on call today. LA will pull up the award criteria for us. Shawn can take the lead on filling out the application.
  - Conference planning happening. Another affiliate meeting will happen and scholarships will be available. We'll look at Shawn using the scholarship.
  - Big update: the steering committee (sub-working group) is almost done with communication matrices that the affiliates can use to better describe to stakeholders who we are and what we do. Will include formal, non-formal, preservice teachers, school administrators, corporations, and FAQs. I might get copies ahead of time but they will be shared at the conference more broadly in October. Also of note: they've reached out to communications experts in the field of communication to get feedback on the messaging.
  - LA was invited to participate on the certification accreditation retreat – LA can't go b/c I'll be on vacation, so I'll send a proxy – Gabby can go
4. Statewide Meeting/Conference
  - LA drafted the schedule and timeline – it is in basecamp. She needs to meet with the committee again soon, maybe next Monday if everyone is back from vacation
  - We also talked to April about the registration piece, and including membership fees in it. We need to update the content on the website as soon as we have that working.
  - 2018 Conference planning – shared vision survey. Shawn put together the survey together and will collate the results for us to review together.

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## New business:

1. Website up! Content still being finalized (Shawn)
  - Implementing cohesiveness across social media, public communications, rogue accounts, platforms, branding, etc (Shawn)
  - Gabby talk to April about a Youtube channel
  - LA reached out to Amy to close the LinkedIn account.
2. Confirming email contacts for BoD (Shawn)
  - Everyone should now be using their arizonaee.org email address. Make sure you check it regularly and start any google docs from that account.
  - Need to set up auto responses when not checking email for a period of time
3. Discuss whether left over revenue from EE cert can be applied to the general fund. We'll need to have the same conversation for the conference.
  - Funds will be spent on committee needs first and then transferred to the general fund. Apply this to any revenue generating committee. Vote will be facilitated through Basecamp so Meghan and Tina can participate. LA will start a discussion.
4. Purchase marketing materials for conferences? Shawn will talk to April for guidance on this.
5. Attend ASTA as a table vendor (LA) – Shawn will take care of registering us
6. Member benefit refresher discussion
  - Member organizations can have the benefit of sending as many postings as they want; non-members will be charged a nominal fee to post. We can test out this strategy.
  - Current members can have preview access through December and then need to pay. We need to work with April to figure out how to manage this.
  - Need to flush out how to transition to managing members as they sign up.
7. Office space at ASU from Mo? (Gabby) – need to talk this through at another board meeting, include Mo in the conversation
8. In person meeting this month or next? Camping? – Gabby will send out a doodle poll for August
9. Govt agencies back on board soon – committee to work on this?
  - Each agency used to have an MOU with AAEE. LA will track down a hard copy of a former MOU
  - ELS committee will take this on
10. Mixers in Nov/Dec around the state? – put on next month's agenda

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## Committee and Working Group Reports:

### Reports:

1. Marketing and Recruitment (Chair: LA) –
  - 2017 Task Timeline.
  - Newsletter sent – looks great!
  - Biz cards ready for distribution
2. Professional Development Committee (Chair: Mo Walters) –
  - 2017 Task Timeline.
  - No meeting this month – too many vacations

3. Development (Grants) Committee (Chair: Shawn) –
  - [2017 Task Timeline](#).
  - Development grant report
  - Shawn submitted a grant to the Cardinals, announcement in September
4. Environmental Literacy Plan Working Group (Chairs: Gabby and Auriane)–
  - [2017 Task Timeline](#).
  - Still plugging away on the draft strategy document and will be working soon to organize stakeholder outreach.
  - Have two new people interested in joining the committee.
5. EE Certification Committee (Chair: Meghan) –
  - [2017 Task Timeline](#).
  - May cohort rolling
  - No meeting this month because of vacations
  - Start to invite folks to August cohort. LA will organize again
  - To streamline communication, we should discuss having everyone communicate with students through Canvas.

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## Other business

**Adjourned:** 6:43 p.m.

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## Next meeting:

Details for meeting on Google Calendar and in Basecamp– AAEE Board. Reminder in Basecamp.